

Clerical and Office Group  
Typist, Stenographic and Secretarial Branch  
Clerk Typist Series

CLERK TYPIST I

09/91

*Summary*

Under immediate supervision, performs routine typing and clerical duties; and performs related work as required.

*Typical Duties*

Types letters, forms, reports, articles, tabulations, and other materials from copy or rough draft; cuts stencils; sorts and files correspondence, checks, vouchers, index cards, forms, documents, or other materials numerically, alphabetically, or by other predetermined classification; acts as receptionist; answers telephone, does relief work on switchboard; secures and gives out routine information not requiring interpretation of regulations or policies.

*Minimum Qualifications*

Training and Experience: Graduation from high school, including or supplemented by courses in commercial subjects and typing and one year experience in performing typing and general clerical work; or an equivalent combination of education and experience.

Knowledge, Abilities and Skills: Some knowledge of business English and arithmetic; some knowledge of office practices and procedures.

Ability to make simple computations and tabulations with speed and accuracy; ability to understand and follow oral and written instructions; ability to learn assigned tasks readily, to adhere to prescribed routines; ability to operate common office equipment; ability to type at a rate of 40 words per minute.

Skill in operating a typewriter rapidly and accurately.

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Director of Personnel

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Department Head